

SAUGET AREA 6, IL SITE  
ID = 054V  
RESPONSE ACTION CONTRACT (RAC)  
- TETRA TECH EM INC.  
(# 68-W7-0003)

EPA Region 5 Records Ctr.



221469

SAUGET AREA G, SITE ID = 054V  
Costs from 1/1/1994 → 6/30/2003

RESPONSE ACTION (RAA) CONTRACT

TETRA TECH BM, INC. (#68-W7-003)  
from 11/01/1999 - 02/25/2001

NOTE: FOUND ALL PROGRESS REPORTS  
MISSING SOW + WAF (WORK ASSIGNMENT FORMS)  
and WORK ASSIGNMENT COMPLETION  
REPORT

## Contract Costs

SAUGET AREA G, SAUGET, IL SITE ID = 05 4V

Site Costs from 1/1/1994 through 6/30/2003

RESPONSE ACTION (RAC) CONTRACT

Contractor Name: TETRA TECH EM INC.

EPA Contract Number: 68-W7-0003

Project Officer(s): NATHAN, STEPHEN J.  
SPENCER, DIANE M.

Dates of Service: From: 11/01/1999 To: 02/25/2001

Summary of Service:

Total Costs: \$21,264.28

Voucher Number	Voucher Date	Voucher Amount	Treasury Schedule Number and Date	Site Amount	Annual Allocation
32	12/20/1999	327,230.73	R0217 01/13/2000	617.81	99.90
33	01/17/2000	488,323.78	R0262 02/10/2000	340.52	55.06
34	02/09/2000	175,332.14	R0313 03/06/2000	130.23	21.06
35	03/17/2000	239,384.94	R0386 04/12/2000	3,262.18	527.49
36	04/14/2000	513,936.68	R0456 05/19/2000	1,256.13	203.11
37	05/11/2000	868,385.23	R0492 06/08/2000	3,145.29	508.59
38	06/07/2000	148,399.72	R0543 07/06/2000	2,079.69	336.28
39	07/12/2000	437,522.40	R0607 08/11/2000	648.09	104.79
40	08/08/2000	559,721.58	R0653 09/07/2000	1,548.20	250.34
41	09/08/2000	218,817.68	R1021 10/12/2000	3,679.29	594.93
42	10/20/2000	721,274.21	R1106 11/24/2000	1,462.13	236.42
45	01/11/2001	591,525.37	R1244 02/09/2001	0.35	0.06
47	03/07/2001	486,556.22	R1353 04/06/2001	134.58	21.76
Total:				<u>\$18,304.49</u>	<u>\$2,959.79</u>



## Financial Data Warehouse Document Review

Contract Number = 68W70003

Site/Proj starts with 054V

Contract No	DO No	Invoice	FP	Line	DCN	FY	Fund	Org	Prog	Job No	Cost Org	BOC	Treas	Dt Paid	Paid Amt	JV Ba
68W70003		32	0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00		2505	00217	01/13/00	\$617.81	
68W70003			0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00		2505	00217	02/10/00	\$340.52	
68W70003		34	0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00		2505	00313	03/06/00	\$130.23	
68W70003			0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00		2505	00313	04/12/00	\$3,262.18	
68W70003		36	0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00	C003	2505	00456	05/19/00	\$1,256.13	
68W70003			0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00		2505	00456	06/08/00	\$3,145.29	
68W70003		38	0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00		2505	00543	07/06/00	\$2,079.69	
68W70003			0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00	C003	2505	00607	08/11/00	\$648.09	
68W70003		40	0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00	C003	2505	00653	09/07/00	\$1,548.20	
68W70003			0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00	C003	2505	00653	10/12/00	\$3,679.29	
68W70003		42	0	APP	SBX007	1998	T	5AF0J	FAX	054VCR00	C001	2505	01106	11/24/00	\$1,462.13	
68W70003			0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00	C003	2505	01244	02/09/01	\$0.35	
68W70003		47	0	AO8	SBX007	1998	T	5AF0J	FAX	054VCR00	C003	2505	01353	04/06/01	\$134.58	
<b>Totals:</b>															\$18,304.49	

[Financial Data Warehouse Homepage](#)  
[EPA@Work Home](#) | [EPA Internet](#) | [Search](#) | [Comments](#)

[http://oasint.rtpnc.epa.gov/neis/invoice\\_status\\_web.invoice\\_status\\_result](http://oasint.rtpnc.epa.gov/neis/invoice_status_web.invoice_status_result)

This web page was last updated on 09/10/2001.

The data warehouse was last updated on 01/02/2002 01:51

This page coordinated by: Jewel Lattimore

01/04/02

**RESPONSE ACTION CONTRACT (RAC)**  
**TETRA TECH EM INC.**  
**68-W7-0003**  
**SAUGET, IL**  
**SITE ID = 054V**

<b>VOUCHER NUMBER</b>	<b>TOTAL COSTS</b>	<b>ALLOCATION:</b>	
		<b>AREA 1</b>	<b>AREA 2</b>
32	\$617.81	\$617.81	\$0.00
33	\$340.52	\$340.52	\$0.00
34	\$130.23	\$130.23	\$0.00
35	\$3,262.18	\$2,066.97	\$1,195.21
36	\$1,256.13	\$683.41	\$572.72
37	\$3,145.29	\$1,605.71	\$1,539.58
38	\$2,079.69	\$1,037.95	\$1,041.74
39	\$648.09	\$343.68	\$304.41
40	\$1,548.20	\$785.62	\$762.58
41	\$3,679.29	\$1,910.24	\$1,769.05
42	\$1,462.13	\$701.38	\$760.75
	<u>\$18,169.56</u>	<u>\$10,223.52</u>	<u>\$7,946.04</u>



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

December 7, 1999

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject: Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for November 1999 for the following project:

Multisite Community Involvement Support

The report includes direct labor hours and costs incurred from November 1 through 28, 1999. Please contact me at (312) 946-6458 with any questions.

Sincerely,

*Stacey Durley*  
Stacey Durley  
Site Manager

SD/jmk

Enclosure

## TECHNICAL STATUS REPORT

**Work Assignment Number:** 003-CRCR-05ZZ

**Date:** December 7, 1999

**Tetra Tech No.:** 0AA-003

**Reporting Month:** November 1999

**WA Name:** Multisite Community  
Involvement Support

**Tetra Tech WA Manager:** Stacey Durley

**EPA WA Manager:** Cheryl Allen

**Prepared by:** Stacey Durley

**Distribution:** Diane M. Spencer, Project Officer  
Peggy Hendrixson, EPA Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Paul Dawson, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of November 1 through 28, 1999. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, 6, and 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained frequent communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

Tetra Tech conducted work on specific sites and tasks as follows:

**Bofors Nobel, MI, Site** - \$862.97 were expended for placement of an advertisement with Elizabeth Israel Advertising announcing an availability session. This cost was incurred in September, but invoiced in November. Tetra Tech updated the site mailing list during this reporting period.

**Butterworth, MI, Site** - Tetra Tech submitted a draft information repository outline on November 12, 1999. Tetra Tech also updated the site mailing list. \$3.04 were expended in telephone charges.

**Kerr McGee, IL, Sites** - Tetra Tech continued working on the draft revised community involvement plant (CIP). One revised CIP will discuss all four Kerr McGee sites.

**Cannelton Industries, MI, Site** - Tetra Tech folded, labeled, and stuffed into envelopes about 270 fact sheets, which EPA had produced. Tech also updated the mailing list and submitted a hard copy of the mailing list to EPA on November 24, 1999.

**Fultz Landfill, OH, Site** - Tetra Tech submitted a revised fact sheet on November 12, 1999.

**Industrial Excess Landfill, OH, Site** - Tetra Tech began working on a fact sheet for the site.

**Marina Cliffs, WI, Site** - Tetra Tech submitted a proposed final fact sheet to EPA on November 17, 1999. Tetra Tech submitted the final fact sheet to EPA on November 19, 1999. Tetra Tech also labeled and stuffed 330 fact sheets and delivered them to the mail room. \$112.20 were expended in copying costs for a fact sheet that was sent out in September. This cost was not invoiced until November.

**Pagel's Pit, IL, Site (Operable Units 1 and 2)** - Tetra Tech reviewed and placed an advertisement announcing the record of decision for OU 2 and changes to the groundwater OU 1 remedy.

**Sauget Areas 1 and 2, WI, Sites** - Tetra Tech created a mailing list for these sites. Tetra Tech also wrote and produced a postcard announcing a public meeting.

**New Work Requests** - Tetra Tech received requests from EPA to provide additional support for the following sites: Marina Cliffs and Lemon Lane.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work. \$15.83 were expended in Federal Express charges to send files to Stacey Durley, the project manager. \$15.09 were also expended for computer use charges to prepare the monthly status report.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Information Repository Revised Draft Outline Letter for Butterworth Landfill, MI, site	11/12/99
Revised Draft Fact Sheet for Fultz Landfill, OH, site	11/12/99
Monthly Status Report	11/15/99
Proposed Final Fact Sheet for Marina Cliffs, WI, site	11/17/99
Draft Post Card for Sauget Areas 1 and 2, WI, site	11/18/99
Final Post Card for Sauget Areas 1 and 2, WI, site	11/19/99
Final Fact Sheet for Marina Cliffs, WI, site	11/19/99
Revised Mailing List for Cannelton, MI, site	11/24/99

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites. In addition, Tetra Tech will conduct work on additional sites as requested by EPA.



5. **Key Personnel Changes**

There were no changes in key personnel during the reporting period. Cheryl Vaccarello, P2, will replace Stacy Durley as Site Manager for this WA in December.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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There were no travel during the reporting period.

8. **Laboratories**







<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 128 level-of-effort (LOE) hours and \$7,276.70 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 3,614.5 LOE hours and \$245,500.97. The approved expenditure limit for the work assignment is 13,790 LOE hours and \$300,000. (The approved WA budget is \$1,238,619; the WA is incrementally funded, however, at \$300,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
November 1999 Reporting Period

<u>Site or Task Description</u>	<u>November LOE</u>	<u>November Cost</u>
		
Sauget Area 1	14.5	617.81
		
	<u>128.0</u>	<u>\$7,276.70</u>



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

January 11, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject:       Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for December 1999 for the following project:

Multisite Community Involvement Support

The report includes direct labor hours and costs incurred from November 29, 1999, through January 2, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

## TECHNICAL STATUS REPORT

**Work Assignment Number: 003-CRCR-05ZZ**

**Date:** January 11, 2000

**Tetra Tech No.: 0AA-003**

**Reporting Month: December 1999**

**WA Name:** Multisite Community

**Tetra Tech WA Manager: Cheryl Vacarello**

### Involvement Support

**EPA WA Manager:** Cheryl Allen

**Prepared by: Stacey Durley**

**Distribution:** Diane M. Spencer, Project Officer

**Peggy Hendrixson, EPA Contracting Officer**

**Nancy Ortowski, OSWER, EPA Headquarters**

**Paul Dawson, OAM, EPA Headquarters**

## **1. Progress Made This Reporting Period**

This report covers the period of November 29, 1999, through January 2, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 through 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

**Tetra Tech conducted work on specific sites and tasks as follows:**

**Industrial Excess Landfill, OH, Site - Tetra Tech continued working on the fact sheet for this site. This fact sheet discusses the amended record of decision for the site. \$.36 was expended for file copies made in-house.**

**Kerr McGee, IL, Sites** - Tetra Tech continued working on the draft revised community involvement plan (CIP). One revised CIP will discuss all four Kerr McGee sites.

**Lemon Lane Landfill, IN, Site - Tetra Tech submitted a draft fact sheet to EPA on December 8, 1999. Tetra Tech also submitted a draft and final public notice announcement on December 29, 1999. Tetra Tech updated the mailing list for the site and submitted a copy to EPA on December 8, 1999. Tetra Tech also secured a meeting space for a public meeting that will be held January 19, 2000. Copying charges appear for a combined fact sheet for all of the Bloomington, Indiana PCB sites; \$47.11 of the total copying charges were billed to this site.**

**Sauget Areas 1 and 2, WI, Sites - Tetra Tech created a site mailing list using documentation from EPA. A past copying charge of \$8.75 appears in this invoice for a postcard produced and mailed in November.**

**Woodstock, IL, Site - Tetra Tech updated the mailing list and submitted a copy to EPA on December 28, 1999.**

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during December. Many of the photocopying charges were incurred several months ago, but have just been invoiced to EPA. As per the Federal Acquisition Regulations (FAR), Tetra Tech could not invoice these charges to EPA until Tetra Tech incurs debt (which would occur when Tetra Tech paid the vendor). Tetra Tech delayed in paying these charges while the vendor was correcting a billing error.

**Butterworth, MI, Site** - Past photocopying charges of \$1,353.58 for a postcard mailed in May, and a fact sheet produced and mailed in September, appear in this invoice. Federal Express charges of \$15.46 to ship those fact sheets to EPA also appear in the invoice.

**Cannelton Industries, MI, Site** - Past cab fare of \$5.00 to deliver fact sheets to EPA in November appear in the invoice.

**Marina Cliffs, WI, Site** - November photocopying charges of \$238.95 for a fact sheet appear in the invoice. A \$57.00 charge for delivery of the fact sheet to the EPA mail room appears in error; the amount should be \$33.50 and a credit for the difference will appear in a future invoice.

**Pagel's Pit, IL, Site (Operable Units 1 and 2)** - A past charge of \$21.00 for photocopying a postcard announcing a public meeting in September appears in the invoice.

**Neal's Landfill, IN, Site** - For the combined fact sheet for all of the Bloomington, Indiana PCB sites that was completed in August, a portion (\$47.12) of the past photocopying charge was charges to this site.

**Winston Thomas, IN, Site** - For the combined fact sheet for all of the Bloomington, Indiana PCB sites that was completed in August, a portion (\$47.12) of the past photocopying charge was charges to this site.

**Madison Metro, WI, Site** - Past photocopying charges of \$132.00, incurred for copying a fact sheet that was sent out in May, appear in this invoice.

**New Work Requests** - Tetra Tech received requests from EPA to provide additional support for the following site: Woodstock.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work. A total of \$27.68 were expended in telephone charges.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Draft Fact Sheet for Lemon Lane Landfill, IN, site	12/8/99
Monthly Progress Report	12/20/99
Mailing List for Woodstock, IL, site	12/28/99
Draft and Final Public Notice Announcement for Lemon Lane Landfill, IN site	12/29/99

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites. In addition, Tetra Tech will conduct work on additional sites as requested by EPA.

5. **Key Personnel Changes**

Cheryl Vaccarello, P2, replaced Stacy Durley as Site Manager for this WA in December.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<b><u>Individual</u></b>	<b><u>To/From</u></b>	<b><u>Dates</u></b>	<b><u>Reason</u></b>
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There was no travel during the reporting period.

8. **Laboratories**

<b><u>Laboratory Name</u></b>	<b><u>Sample Type</u></b>	<b><u>No. of Samples</u></b>
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No laboratories were used under this work assignment.


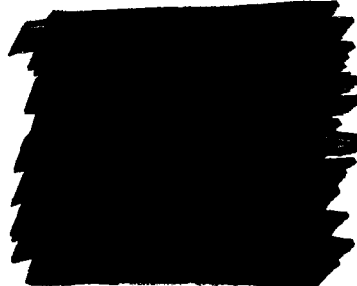


Work Assignment Number: 003-CRCR-05ZZ

Page 4

9. **Budget**

Tetra Tech expended 140.50 level-of-effort (LOE) hours and \$8,758.15 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 3,755 LOE hours and \$254,259.12. The approved expenditure limit for the work assignment is 13,790 LOE hours and \$300,000. (The approved WA budget is \$1,238,619; the WA is incrementally funded, however, at \$300,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
December 1999 Reporting Period

<u>Site or Task Description</u>	<u>December LOE</u>	<u>December Cost</u>
		
Sauget Area 1	4.0	340.52
		
	<u>140.5</u>	<u>\$8,758.15</u>





## **Tetra Tech EM Inc.**

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3550 Salt Creek Lane, Suite 105 ♦ Arlington Heights, IL 60005 ♦ (847) 255-4166 ♦ FAX (847) 255-8528

February 8, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject:       Contract No. 68-W7-003**  
**Work Assignment No. 003-CSRC-05JZZ**

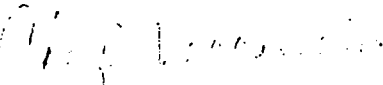
Dear Ms. Allen:

Enclosed is the site-specific monthly report for January 2000 for the following project:

**Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from January 3 through 30, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

  
Cheryl Vaccarello  
Site Manager

Enclosure

## TECHNICAL STATUS REPORT

**Work Assignment Number:** 003-CRCR-05ZZ

**Date:** February 8, 2000

**Tetra Tech No.:** 0AA-003

**Reporting Month:** January 2000

**WA Name:** Multisite Community  
Involvement Support

**Tetra Tech WA Manager:** Cheryl Vacarello

**EPA WA Manager:** Cheryl Allen

**Prepared by:** Cheryl Vacarello

**Distribution:** Diane M. Spencer, Project Officer  
Peggy Hendrixson, EPA Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Paul Dawson, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of January 3 through 30, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 through 8. Past ODC charges also appear under Task 7. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

Tetra Tech conducted work on specific sites and tasks as follows:

**Industrial Excess Landfill, OH, Site** - Tetra Tech submitted a draft fact sheet for this site to EPA on January 6, 2000, and is waiting for comments. Tetra Tech is also updating the mailing list for the site. \$55.20 were incurred in reproduction charges of documents; \$6.89 were incurred for mailing items to EPA; and \$141.09 were incurred for computer usage charges.

**Kerr McGee, IL, Sites** - Tetra Tech continued working on the draft revised community involvement plan (CIP). One revised CIP will discuss all four Kerr McGee sites.

**Lemon Lane Landfill, IN, Site** - Tetra Tech submitted a revised draft fact sheet to EPA on January 11, 2000, and the final fact sheet was submitted on January 14, 2000. On January 26, 2000, a draft post card announcing the public comment period extension was submitted. The final post card was submitted on January 28, 2000. Tetra Tech also placed public notices announcing the public comment period extension. Tetra Tech had to procure another court reporter for the January 19, 2000 public meeting as the initial court reporter was not able to attend. \$66.00 were incurred for computer usage charges and \$3.62 were incurred in postage costs.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech discussed a fact sheet and the mailing list with the create EPA and continued to update site mailing list using documentation from EPA.

**Woodstock, IL, Site** - Tetra Tech continued to update the mailing list with current local, state, and federal government official information. \$23.23 were expended in computer usage charges.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during January. Many of the computer usage charges were incurred in previous months, but due to an internal problem of allocating these costs, the charges do not appear until this month. As per the Federal Acquisition Regulations (FAR), Tetra Tech could not invoice these charges to EPA until Tetra Tech incurs debt (which would occur when Tetra Tech paid the vendor). Tetra Tech delayed in paying these charges while the vendor was correcting a billing error.

**Marina Cliffs, WI, Site** - \$22.50 were incurred for delivery charges and \$29.44 were incurred for computer usage charges.

**Pagel's Pit, IL, Site (Operable Units 1 and 2)** - A past charge of \$1702.40 for a public announcement placed in October 1999 appears in the invoice.

**Bennet's Landfill, IN, Site** - \$1.58 were incurred in computer usage charges.

**Neal's Landfill, IN, Site** - \$3.47 were incurred in computer usage charges.

**New Work Requests** - Tetra Tech received requests from EPA to provide additional support for the following sites: Lemon Lane Landfill and Boerke.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Draft Fact Sheet for Industrial Excess Landfill, OH, site	01/6/00
Revised Draft Fact Sheet for Lemon Lane Landfill, IN, site	01/11/00
Final Fact Sheet for Lemon Lane Landfill, IN, site	01/14/00
Monthly Progress Report	01/18/00
Draft Post Card for Lemon Lane Landfill, IN, site	01/26/00

	<u>Date Submitted</u>
Final Post Card for Lemon Lane Landfill, IN, site	01/28/00
Draft and Final Public Notice Announcement for Lemon Lane Landfill, IN, site	01/29/00

4. **Activities Planned Next Reporting Period**

At the request of the EPA Project Officer, Tetra Tech will prepare a revised budget estimate for the contract base period. Tetra Tech will continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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There was no travel during the reporting period.

8. **Laboratories**







<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 91 level-of-effort (LOE) hours and \$6,730.66 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 3,846 LOE hours and \$260,989.78. The approved expenditure limit for the work assignment is 13,790 LOE hours and \$300,000. (The approved WA budget is \$1,238,619; the WA is incrementally funded, however, at \$300,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
January 2000 Reporting Period

<u>Site or Task Description</u>	<u>January LOE</u>	<u>January Cost</u>
		
Sauget Area 1	3.0	130.23
		
	<u>91.0</u>	<u>\$6,730.66</u>



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

March 8, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject: Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for February 2000 for the following project:

**Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from January 31 through February 27, 2000.  
Please contact me at (847) 818-7178 with any questions.

Sincerely,

  
for Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

**Kerr McGee Reed Keppler Park, IL, Site** - Tetra Tech is working on a fact sheet for this site, which announces that the cleanup is completed. A draft fact sheet was submitted to EPA on February 15, 2000.

**Lemon Lane Landfill, IN, Site** - Tetra Tech wrote and placed a public notice announcement in a local newspaper. On January 31, 2000, Tetra Tech submitted the public transcript from the January 19, 2000, public meeting. \$1,239.71 were expended in placing the public notice announcement, which appeared in the local newspaper on January 6. \$53.75 were expended for reproduction charges, \$2.52 were expended in photocopying costs, and \$328.95 were expended for the court reporter charges.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech submitted a draft fact sheet on February 21, 2000. A draft site map was submitted on February 22. The final site map and the final fact sheet were submitted to EPA on February 25. Tetra Tech also wrote a public notice announcement, which was submitted to EPA on February 23.

**Woodstock, IL, Site** - Tetra Tech continued to update the mailing list with current local, state, and federal government official information.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during February. Many of the computer usage charges were incurred in previous months, but due to an internal problem of allocating these costs, the charges do not appear until this month. As per the Federal Acquisition Regulations (FAR), Tetra Tech could not invoice the ODC charges to EPA until Tetra Tech incurs debt (which would occur when Tetra Tech paid the vendor). Tetra Tech delayed in paying these charges that are listed this month until the vendor corrected a billing error.

**Bennets Landfill, IN, Site** - \$5.09 were incurred for computer usage charges. \$3.67 was incorrectly charged to this site for delivery charges. This amount will be correctly charged to the Lemon Lane site in a future invoice.

**Bofors Nobel Superfund, MI, Site** - A past charge of \$491.14 for a public notice announcement placed in a local newspaper announcing an availability session appears on this invoice. The announcement was placed on September 23, 1999, but the charges were not invoiced until this reporting period.

**Shiawassee River, MI, Site** - A charge of \$0.25 appears in error, and will be credited in a subsequent invoice.

**Kerr McGee Residential, IL, Site** - \$.02 were expended in computer usage charges.

# TECHNICAL STATUS REPORT

**Work Assignment Number: 003-CRCR-05ZZ**

**Date:** March 8, 2000

**Tetra Tech No.: 0AA-003**

**Reporting Month: February 2000**

**WA Name:** Multisite Community Involvement Support

**Tetra Tech WA Manager:** Cheryl Vacarello

**EPA WA Manager:** Cheryl Allen

**Prepared by: Cheryl Vacarello**

**Distribution:** Diane M. Spencer, Project Officer  
Peggy Hendrixson, EPA Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Paul Dawson, OAM, EPA Headquarters

**1. Progress Made This Reporting Period**

This report covers the period of January 31 through February 27, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 through 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

**Project Management** - As requested by EPA, Tetra Tech revised the budget for this assignment.

**Tetra Tech conducted work on specific sites and tasks as follows:**

**Boerke, WI, Site - Tetra Tech began working on a fact sheet for this site. Tetra Tech submitted a draft fact to EPA on February 22, 2000, and is waiting for comments from EPA.**

**Cannelton, OH, Site - Tetra Tech updated the Cannelton mailing list using returns from a previous mailing. Clerical personnel performed this work; therefore, no LOE hours appear in this invoice.**

**Butterworth Landfill, MI, Site - Tetra Tech updated the information repository and the mailing list. A past charge of \$955.30 appears on this invoice for public notice announcements placed in local newspapers. The announcements appeared in September 1999, but were not invoiced until this reporting period. \$77.35 were expended in computer usage charges and \$116.19 were expended in photocopying charges.**

**Industrial Excess Landfill, OH, Site - Tetra Tech addressed EPA comments on the revised draft fact sheet and continued to update the mailing list.**



**Neal's Dump, IN, Site** - A past charge of \$934.23 appears on this invoice. This amount is for public notice announcements placed in three local newspaper requesting comments about the deletion of the site from the National Priorities List. The announcements were placed on September 2, 1999, but the charges were not invoiced until this reporting period.

**Pagel's Pit, IL, Site (Operable Units 1 and 2)** - A past charge of \$276.40 for each operable unit (for a total of \$552.0) appears on this invoice. These charges were for court reporter charges for the public meeting in

**Torch Lake, MI, Site** - A past charge of \$916.57 appears on this invoice for a public notice announcements that was placed in a local newspaper announcing an availability session. The announcement appeared in July 1999, but the charges were not invoiced until this reporting period.

**New Work Requests** - Tetra Tech received requests from EPA to provide additional support for the following sites: Industrial Excess Landfill, City Disposal, and Butterworth.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Public Transcript for Lemon Lane Landfill, IN, site	01/31/00
Monthly Progress Report	02/08/00
Draft Fact Sheet for Kerr McGee Reed Keppler Park, IL site	02/15/00
Draft Fact Sheet for Sauget Areas 1 and 2, IL, sites	02/21/00
Draft Site Map for Sauget Areas 1 and 2, IL, sites	02/22/00
Draft and Final Public Notice Announcements for Sauget Areas 1 and 2, IL, sites	02/23/00
Revised Community Involvement Budget	02/23/00
Final Fact Sheet and Final Site Map for Sauget Areas 1 and 2, IL, sites	02/25/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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There was no travel during the reporting period.

8. **Laboratories**






<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 240 level-of-effort (LOE) hours and \$17,247.65 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,086 LOE hours and \$278,237.43. The approved expenditure limit for the work assignment is 13,790 LOE hours and \$300,000. (The approved WA budget is \$1,238,619; the WA is incrementally funded, however, at \$300,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
February 2000 Reporting Period

<u>Site or Task Description</u>	<u>February LOE</u>	<u>February Cost</u>
 Saugnet Area #1	50.5	2,066.97
 Saugnet Area #2	26.5	1,195.21
		
	<u>240.0</u>	<u>\$17,247.65</u>



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

April 11, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject: Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for March 2000 for the following project:

Multisite Community Involvement Support

The report includes direct labor hours and costs incurred from February 28 through April 2, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

## TECHNICAL STATUS REPORT

**Work Assignment Number:** 003-CRCR-05ZZ

**Date:** April 11, 2000

**Tetra Tech No.:** 0AA-003

**Reporting Month:** March 2000

**WA Name:** Multisite Community  
Involvement Support

**Tetra Tech WA Manager:** Cheryl Vacarello

**EPA WA Manager:** Cheryl Allen

**Prepared by:** Cheryl Vacarello

**Distribution:** Diane M. Spencer, Project Officer  
Peggy Hendrixson, EPA Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Paul Dawson, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of February 28 through April 2, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 through 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

Tetra Tech conducted work on specific sites and tasks as follows:

**Boerke, WI, Site** - Tetra Tech made revisions to the fact sheet and is waiting for final comments from EPA. \$5.04 were expended in photocopying costs and \$4.95 were expended in computer usage charges.

**Butterworth Landfill, MI, Site** - As tasked by the EPA community involvement coordinator (CIC), Tetra Tech began updating the community involvement plan, provided public meeting logistical support and began working on visual aids for the upcoming public meeting. Tetra Tech also submitted a draft fact sheet to EPA on March 23, 2000. \$34.38 were expended in Federal Express charges for shipping the information repository updates that were finalized during the last reporting period. \$20.93 were expended on computer usage charges.

**City Disposal, WI, Site** - Tetra Tech began updating the mailing list for this site. \$10.89 were expended in photocopying costs.

**Fultz Landfill, OH, Site** - Tetra Tech began revising the draft fact sheet based on comments from the remedial project manager. In discussions with the CIC, it was decided that the fact sheet would not be finalized and the CIC would be sending out an update letter to the Fultz community.

**Industrial Excess Landfill, OH, Site** - Tetra Tech finalized the fact sheet and had it reproduced for mailing. On March 6, 2000, Tetra Tech submitted the final fact sheet to EPA. Tetra Tech also updated the information repository and on March 3, 2000, submitted the final update to EPA. \$796 were expended in reproduction charges for the fact sheet.

**Kerr McGee Reed Keppler Park, IL, Site** - Tetra Tech is submitted a revised draft fact sheet to EPA on March 28, 2000, and after receiving comments, finalized the fact sheet. The final fact sheet will be delivered in April. \$49.78 were expended in computer use charges.

**Kerr McGee, IL, Sites** - Tetra Tech continued working on the community involvement plan (CIP). One CIP will be produced for all four sites.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech assisted the CIC in finalizing the public meeting arrangements, which was held on February 29, 2000. Tetra Tech began working on a community involvement plan for the two sites and updated the mailing list from information provided by the CIC. \$18.00 were expended in reproduction charges for the site map and \$3.31 were expended in computer usage charges. \$.33 were expended in postage costs.

**Woodstock, IL, Site** - Tetra Tech continued to updated the mailing list with current local, state, and federal government official information.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during March. Many of the computer usage charges were incurred in previous months, but due to an internal problem of allocating these costs, the charges do not appear until this month. As per the Federal Acquisition Regulations (FAR), Tetra Tech could not invoice the ODC charges to EPA until Tetra Tech incurs debt (which would occur when Tetra Tech paid the vendor). Tetra Tech delayed in paying these charges that are listed this month until the vendor corrected a billing error.

**Bennets Landfill, IN, Site** - The \$3.67 charge that was incorrectly billed to this site for delivery charges has been credited.

**Lemon Lane Landfill, IN, Site** - \$779.55 were expended for public notice announcements. \$7.67 were expended in delivery and Federal Express charges.

**Marina Cliffs, WI, Site** - \$1.61 were expended in computer usage charges.

**Peerless Plating, OH, Site** - \$1.62 was incorrectly charged to this site and will be reversed in a subsequent invoice.

**Shiawassee River, MI, Site** - A past \$0.25 charge that was incorrectly billed to this site has been credited.

**New Work Requests** - Tetra Tech received requests from EPA to provide additional support for the following sites: Kerr McGee Reed-Keppler Park.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work.

2. **Problems Encountered and Resolved**

This project has been incrementally funded. Presently, Tetra Tech is making changes requested by EPA to the revised budget estimate. Unless EPA approves Tetra Tech's new revised budget estimate in April, the WA will require further incremental funding for activities to continue.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Final Information Repository Outline for Industrial Excess, OH, site	03/03/00
Final Fact Sheet for Industrial Excess, OH, site	03/06/00
Monthly Progress Report	03/17/00
Revised Draft Fact Sheet for Kerr McGee Reed-Keppler Park, IL, site	03/28/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will revise the project budget based on comments from EPA. Tetra Tech will also continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. Travel

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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There was no travel during the reporting period.

8. Laboratories

<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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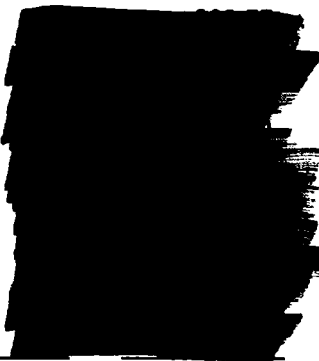
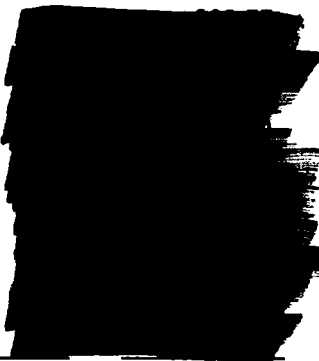
No laboratories were used under this work assignment.

9. Budget

Tetra Tech expended 150 level-of-effort (LOE) hours and \$8,216.28 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,236 LOE hours and \$286,453.71. The approved expenditure limit for the work assignment is 13,790 LOE hours and \$300,000. (The approved WA budget is \$1,238,619; the WA is incrementally funded, however, at \$300,000.)



Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
March 2000 Reporting Period

<u>Site or Task Description</u>	<u>March LOE</u>	<u>March Cost</u>
		
Sauget Area #1	14.0	683.41
Sauget Area #2	12.5	572.72
		
	<u>150.0</u>	<u>\$8,216.28</u>



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

May 10, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject: Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for April 2000 for the following project:

**Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from April 3 through 30, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

## TECHNICAL STATUS REPORT

Work Assignment Number: 003-CRCR-05ZZ

Date: May 10, 2000

Tetra Tech No.: 0AA-003

Reporting Month: April 2000

WA Name: Multisite Community  
Involvement Support

Tetra Tech WA Manager: Cheryl Vacarello

EPA WA Manager: Cheryl Allen

Prepared by: Cheryl Vacarello

Distribution: Diane M. Spencer, Project Officer  
Peggy Hendrixson, EPA Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Paul Dawson, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of April 3 through 30, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 and 8. ODC charges also appear under Task 7. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

As requested by EPA, Tetra Tech made some additional revisions to the revised budget and submitted the new revised budget to EPA for approval.

Tetra Tech conducted work on specific sites and tasks as follows:

**Butterworth Landfill, MI, Site** - As tasked by the EPA community involvement coordinator (CIC), Tetra Tech continued updating community involvement plan, provided public meeting logistical support and began working on visual aids for the upcoming public meeting. Tetra Tech also submitted the final fact sheet to EPA on April 12, 2000. \$322.00 were expended in reproduction charges for the fact sheet and \$95.67 were expended for computer usage charges.

**Kerr McGee Reed Keppler Park, IL, Site** - Tetra Tech submitted the final fact sheet to EPA on April 5, 2000. \$2,495.66 were expended in reproduction charges for the fact sheet; \$2.70 were expended in internal copying costs; \$3.62 were expended in Federal Express charges; and \$44.64 were expended for computer use charges.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech traveled with the CIC to conduct community interviews. Tetra Tech continued working on a community involvement plan for the two sites. \$384.65 were expended for a public notice placed on February 24, 2000, announcing a public meeting, \$5.95 were expended for Federal Express charges, and \$10.56 were expended for computer use charges.

**City Disposal, WI, Site** - Tetra Tech updated a site mailing list.

**Project Management** - A work plan budget revision was completed during April. Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during April. As per the Federal Acquisition Regulations (FAR), Tetra Tech could not invoice the ODC charges to EPA until Tetra Tech incurs debt (which would occur when Tetra Tech paid the vendor). Tetra Tech delayed in paying these charges that are listed this month until the vendor corrected a billing error.

**Bourke, MI, Site** - \$3.62 were expended in Federal Express charges returning photographs and other files to EPA.

**Industrial Excess Landfill, OH, Site** - \$2,423.45 were expended for a public notice on March 8, 2000, announcing the record of decision. \$83.86 were expended in Federal Express charges for delivering fact sheets to EPA and sending out information repository updates.

**Lemon Lane Landfill, IN, Site** - \$631.25 were expended for a public notice announcement announcing an extension to the public comment period. This was an additional ad placed on January 31, 2000.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Final Fact Sheet for Kerr-McGee Reed-Keppler Park, IL, site	04/03/00
Final Fact Sheet for Butterworth Landfill, MI, site	04/12/00
Monthly Progress Report	04/14/00
Final Public Notice Announcement for Butterworth Landfill, MI, site	04/14/00
Work Plan Budget Revision	04/20/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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There was no travel during the reporting period.

8. **Laboratories**

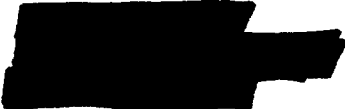








<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 118 level-of-effort (LOE) hours and \$12,253.94 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,354 LOE hours and \$298,707.65. The approved expenditure limit for the work assignment is 13,790 LOE hours and \$300,000. (The approved WA budget is \$1,238,619; the WA is incrementally funded, however, at \$300,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
April 2000 Reporting Period

<u>Site or Task Description</u>	<u>April LOE</u>	<u>April Cost</u>
		
Sauget Area #1	32.0	1,605.71
		
Sauget Area #2	30.5	1,539.58
		
	<u>118.0</u>	<u>\$12,253.94</u>



## **Tetra Tech EM Inc.**

3550 Salt Creek Lane, Suite 105 ♦ Arlington Heights, IL 60005 ♦ (847) 255-4166 ♦ FAX (847) 255-8528

June 7, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject:       Contract No. 68-W7-003**  
**Work Assignment No. 003-CSRC-05JZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for May 2000 for the following project:

**Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from May 1 through 28, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

Cheryl Vaccarello  
Site Manager

Enclosure

## TECHNICAL STATUS REPORT

**Work Assignment Number: 003-CRCR-05ZZ**

**Date:** June 7, 2000

**Tetra Tech No.: 0AA-003**

**Reporting Month: May 2000**

**WA Name:** Multisite Community

**Tetra Tech WA Manager: Cheryl Vacarello**

### Involvement Support

**EPA WA Manager:** Cheryl Allen

**Prepared by: Cheryl Vacarello**

**Distribution:** Diane M. Spencer, Project Officer

**Peggy Hendrixson, EPA Contracting Officer**

**Nancy Ortowski, OSWER, EPA Headquarters**

**Paul Dawson, OAM, EPA Headquarters**

### **1. Progress Made This Reporting Period**

This report covers the period of May 1 through 28, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

**Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.**

**Tetra Tech conducted work on specific sites and tasks as follows:**

**City Disposal Corporation Landfill, WI, Site -** On May 3, 2000, Tetra Tech met with the community involvement coordinator (CIC) and remedial project manager (RPM) to discuss the invitation, visuals, and mailing list for the upcoming June 27, 2000 open house. On May 23, 2000, Tetra Tech submitted a draft invitation and on May 24, 2000, Tetra Tech submitted a revised draft of the invitation, which EPA approved. Tetra Tech worked on updating the site mailing list and creating a new “invitation” mailing list and also began working on the visuals for the open house.

**Shiawassee River Superfund, MI, Site - Tetra Tech received a new work request for this site on May 9, 2000 and on May 23, submitted a rough draft fact sheet for review by the site CIC and RPM.**

**Sauget Areas 1 and 2, IL, Sites - Tetra Tech continued working on a community involvement plan for the two sites and prepared a question and answer fact sheet. Tetra Tech also provided support for a meeting that EPA held in Cahokia, Illinois. \$10.00 were expended in taxi fare charges for attending a meeting to deliver visual aids to EPA in March.**

**Torch Lake Superfund, MI, Site** – Tetra Tech received a new work request on May 17 to prepare a fact sheet for this site and update the mailing list. Tetra Tech submitted a draft fact sheet on May 22 and a revised fact sheet on May 26, which was approved.



Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during May.

**Boerke, MI, Site** - \$8.00 were expended in taxi fare charges returning photographs and other files to EPA on February 18, 2000.

**Butterworth Landfill, MI, Site** – \$4.00 were expended in taxi fare charges to deliver fact sheets to EPA on April 12, 2000.

**Industrial Excess Landfill, OH, Site** - \$10.00 were expended in taxi fare charges to attend a meeting at EPA and deliver documents to the client.

**Kerr McGee Reed Keppler, IL, Site** – \$3.62 were expended in freight charges delivering a fact sheet to EPA.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work. On May 5, 2000, EPA approved the revised work plan and budget as submitted. During May, Tetra Tech received new work requests for Lemon Lane Landfill, Shiawassee, and Torch Lake sites.

**2. Problems Encountered and Resolved**

No problems were encountered during this reporting period.

**3. Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Monthly Progress Report	05/11/00
Draft Fact Sheet for Torch Lake, MI, site	05/22/00
Draft Invitation for City Disposal Corporation, WI, site	05/23/00
Rough Draft Fact Sheet for Shiawassee, MI, site	05/23/00
Revised Draft Invitation for City Disposal Corporation, WI, site	05/24/00
Revised Draft Fact Sheet for Torch Lake, MI, site	05/26/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
Megan Hurst	Chicago/Chicago	02/18/00	Deliver documents to EPA
Eleanor Sukackas	Chicago/Chicago	03/06/00	Attend meeting/deliver documents to EPA
Eleanor Sukackas	Chicago/Chicago	03/21/00	Attend meeting/deliver visuals to EPA
Jennifer Mueller	Chicago/Chicago	04/12/00	Deliver documents to EPA

There was no travel during the reporting period.

8. **Laboratories**







<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 119.5 level-of-effort (LOE) hours and \$5,319.13 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,473.5 LOE hours and \$304,026.78. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000. (The approved WA budget is \$752,482; the WA is incrementally funded, however, at \$500,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
May 2000 Reporting Period

<u>Site or Task Description</u>	<u>May LOE</u>	<u>May Cost</u>
		
Sauget Area #2	22.5	1,041.74
Sauget Area #1	20.5	1,037.95
		
	<u>119.5</u>	<u>\$5,319.13</u>

## TECHNICAL STATUS REPORT

Work Assignment Number: 003-CRCR-05ZZ      Date: July 12, 2000  
Tetra Tech No.: 0AA-003      Reporting Month: June 2000  
WA Name: Multisite Community      Tetra Tech WA Manager: Cheryl Vacarello  
                 Involvement Support      EPA WA Manager: Cheryl Allen  
Prepared by: Cheryl Vacarello

Distribution: Diane M. Spencer, Project Officer  
                 David Alberts, Contracting Officer  
                 Nancy Ortowski, OSWER, EPA Headquarters  
                 Doretha Vaughn, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of May 29 through July 2, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 through 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

Tetra Tech conducted work on specific sites and tasks as follows:

**Boerke, MI, Site** - Tetra Tech began working again on the fact sheet that had been out for review.

**City Disposal Corporation Landfill, WI, Site** - Tetra Tech updated the site mailing list and created a second invitation mailing list for those individuals that were to receive the invitation to the open house. Tetra Tech received comments and incorporated the changes on the invitation and on June 8, 2000, Tetra Tech submitted the final invitation to EPA for distribution and mailing. On June 24, 2000, Tetra Tech submitted a draft flow diagram handout to EPA for review and approval. All visuals for the site tour, including 13 mounted and captioned photographs, laminated parking signs, and the flow diagram handouts were delivered on June 27, 2000. \$378.89 were expended in reproduction charges and \$119.08 were expended in computer usage charges.

**Butterworth Superfund, MI, Site** - Tetra Tech picked up returned fact sheets from EPA for processing. \$1,014.50 were expended in charges for two public announcement ads in two separate papers announcing the April 20, 2000 availability session.

**Lemon Lane Landfill, IN, Site** - Tetra Tech began working on visuals for a site meeting at the site; however, because of changes in the scheduling of the meeting, the community involvement coordinator prepared the final visuals. \$28.50 were expended in delivery charges for the post cards that was delivered in January 2000. \$8.06 were expended in computer usage charges.

**Marina Cliffs, WI, Site** - Tetra Tech received a new work request to update the site mailing list, produce an update letter, and update the information repository. A draft of the update letter was sent to EPA on May 31 for review and comment and the final letter was sent to EPA for distribution and mailing on June 6, 2000. Also on June 6, 2000, the information repository update outline was submitted to EPA and to the South Milwaukee Public Library. \$41.60 were expended in reproduction and copying charges and \$68.75 were expended in computer usage charges.

**Shiawassee River Superfund, MI, Site** - Tetra Tech submitted a revised draft fact sheet for review by the site CIC and RPM on June 2, 2000. \$3.57 were expended in FedEx charges for delivering the draft fact sheet and \$3.35 were expended in computer usage charges.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech continued working on a community involvement plan for the two sites and on June 1, 2000, submitted the final question and answer fact sheet to EPA for distribution and mailing. \$86.17 were expended in reproduction costs for the fact sheet and \$8.19 were expended in computer usage charges.

**Torch Lake Superfund, MI, Site** - Tetra Tech submitted the final fact sheet for distribution and mailing on June 2, 2000. \$407.99 were expended in reproduction costs for the fact sheet, \$10.86 were expended in FedEx charges, and \$44.05 were expended in computer usage charges.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during June.

**Cannelton Industries site** - \$21.50 was incorrectly charged to this site during this reporting period and will be corrected in a future invoice.

**Industrial Excess Landfill, OH, Site** - \$1,341.05 were expended in public notice ad charges for the public announcement on the Record of Decision, which was placed in the newspaper on March 8, 2000.

**Project Management** - Tetra Tech maintained communication with the EPA work assignment manager about the status of ongoing activities; reviewed financial data and prepared and submitted the monthly status report; and conducted internal staffing activities and team meetings to discuss ongoing project work. During this reporting period, Tetra Tech received new work requests for Marina Cliffs and Lemon Lane Landfill sites.

## **2. Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Final Fact Sheet for Sauget Areas 1 and 2, IL, sites	06/01/00
Final Fact Sheet for Torch Lake, MI, site	06/02/00
Revised Draft Fact Sheet for Shiawassee, MI, site	06/02/00
Monthly Progress Report	06/07/00
Final Invitation for City Disposal Corporation, WI, site	06/08/00
Draft Flow Diagram Handouts for City Disposal Corporation, WI, site	06/24/00
Final Visuals for City Disposal Corporation, WI, site (Posters, Photographs and Flow Diagram Handouts)	06/27/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<b><u>Individual</u></b>	<b><u>To/From</u></b>	<b><u>Dates</u></b>	<b><u>Reason</u></b>
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There was no travel during the reporting period.

Work Assignment Number: 003-CRCR-05ZZ

Page 4

8. Laboratories







<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. Budget

Tetra Tech expended 113 level-of-effort (LOE) hours and \$9,139.82 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,586.5 LOE hours and \$313,166.60. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000. (The approved WA budget is \$752,482; the WA is incrementally funded, however, at \$500,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
June 2000 Reporting Period

<u>Site or Task Description</u>	<u>June LOE</u>	<u>June Cost</u>
		
Sauget Area #1	5.0	343.68
Sauget Area #2	4.5	304.41
		
	<u>113.0</u>	<u>\$9,139.82</u>





## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

August 9, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject:       Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for July 2000 for the following project:

### **Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from July 3 through 30, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

*for* Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

## TECHNICAL STATUS REPORT

Work Assignment Number: 003-CRCR-05ZZ

Date: August 9, 2000

Tetra Tech No.: 0AA-003

Reporting Month: July 2000

WA Name: Multisite Community  
Involvement Support

Tetra Tech WA Manager: Cheryl Vacarello

EPA WA Manager: Cheryl Allen

Prepared by: Cheryl Vacarello

Distribution: Diane M. Spencer, Project Officer  
David Alberts, Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Doretha Vaughn, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of July 2 through 30, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, 7 and 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects and communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

Tetra Tech conducted work on specific sites and tasks as follows:

**Boerke, MI, Site** - Tetra Tech submitted a draft fact sheet on July 10, 2000 and, after incorporating comments received, submitted the final fact sheet on July 12, 2000. About 160 folded and labeled fact sheets were delivered directly to the U.S. EPA mailroom for mailing and 25 copies of the fact sheet were sent to the CIC for her files.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech continued working on a community involvement plan for the two areas, which include 17 sites.

**Shiawassee River, MI, Site** - Tetra Tech prepared a fact sheet and overheads for a future public meeting.

**Industrial Excess Landfill, OH, Site** - Tetra Tech sent reports to update the information repository at the site.

**City Disposal Corporation Landfill, WI, Site** - Tetra Tech reviewed and approved vendor invoices that included the following ODC and charges which appear in this invoice: \$117.00 was expended for producing and laminating signs used at the open house; \$31.00 was expended in reproduction charges for the invitation to the open house; \$112.58 was expended in reproducing, mounting, and laminating photographs of the site used at the open house; and \$30.47 was expended in delivering the invitations to EPA for mailing.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during July.

Lemon Lane, IN, Site - \$8.43 was expended in computer usage charges and \$7.42 was expended in Federal Express charges for sending photographs, which were to be used in visual aids.

Marina Cliffs, WI, Site - \$48.83 was expended in delivery charges for the update letter submitted to EPA on June 6 and the information repository outline delivered to EPA and the South Milwaukee Public Library on June 6.

Torch Lake Superfund, MI, Site - \$24.50 was expended in delivery charges for delivering the fact sheet to EPA on June 2.

Cannelton Industries, MI, Site - \$42.15 was credited for ODCs which were incorrectly charged for the past 2 months.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Draft Fact Sheet for Boerke, WI, Site	07/10/00
Final Fact Sheet for Boerke, WI, Site	07/12/00
Final Fact Sheet for Shiawassee, MI, Site	07/12/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" sites and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<b><u>Individual</u></b>	<b><u>From</u></b>	<b><u>Dates</u></b>	<b><u>Reason</u></b>
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June travel charges for document delivery to EPA appear in this invoice.

8. **Laboratories**





<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 101 level-of-effort (LOE) hours and \$5,500.89 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,687.5 LOE hours and \$318,667.49. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000. (The approved WA budget is \$752,482; the WA is incrementally funded, however, at \$500,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
July 2000 Reporting Period

<u>Site or Task Description</u>	<u>July LOE</u>	<u>July Cost</u>
		
Sauget Area #1	17.5	785.62
Sauget Area #2	17.0	762.58
		
	<u>101.0</u>	<u>\$5,500.89</u>



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

September 8, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject: Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for August 2000 for the following project:

**Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from July 31 through August 27, 2000. Please contact me at (847) 818-7178 with any questions.

Sincerely,

Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

## TECHNICAL STATUS REPORT

Work Assignment Number: 003-CRCR-05ZZ

Date: September 8, 2000

Tetra Tech No.: 0AA-003

Reporting Month: August 2000

WA Name: Multisite Community  
Involvement Support

Tetra Tech WA Manager: Cheryl Vacarello

EPA WA Manager: Cheryl Allen

Prepared by: Cheryl Vacarello

Distribution: Diane M. Spencer, Project Officer  
David Alberts, Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Doretha Vaughn, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of July 31 through August 27, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, and 6 through 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

During this reporting period, Tetra Tech received new work requests for the Boerke site and Shelly Ditch, Indiana, site, which was added to Tetra Tech's list of sites.

Tetra Tech conducted work on specific sites and tasks as follows:

**Boerke, MI, Site** - Tetra Tech continued working the Proposed Plan fact sheet and incorporated EPA comments on the draft text. On August 10, Tetra Tech met with the CIC to discuss the fact sheet and went to the EPA Records Center to get photos of the site for posters. On August 16, 2000, Tetra Tech submitted the revised draft text of the fact sheet to EPA. Tetra Tech began working on visual aids for a future public meeting. Tetra Tech also submitted a working draft time line text to EPA on August 16, 2000. \$52.09 were expended in computer usage charges; \$80.76 were expended in reproduction charges for the fact sheet that was sent out in July; and \$7.36 were expended in FedEx charges.

**Industrial Excess Landfill, OH, Site** - Tetra Tech began updating the information repository; the update will be completed at a later date. \$37.85 in computer usage was erroneously charged and will be corrected in a future invoice. \$10.08 were expended in reproduction charges, and \$3.62 were expended in FedEx charges.

**Sauget Areas 1 and 2, IL, Sites** - On August 25, 2000, Tetra Tech submitted a draft community involvement plan for the two areas to EPA. Once Tetra Tech receives comments and local additional information that was requested, it will finalize the community involvement plan.

**Shelly Ditch, IN, Site** - This is a new site that was added to Tetra Tech's work assignment. Tetra Tech picked up site files from EPA.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during August.

**City Disposal, WI** - No work was conducted on this site; the charges that appear on this invoice are due to a correction of clerical time, which was previously charged to the Cannelton Industries site.

**Lemon Lane Landfill, IN, Site** - Past telephone charges appear on this invoice.

2. **Problems Encountered and Resolved**

No problems were encountered during this reporting period.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Monthly Progress Report	08/09/00
Revised Draft Fact Sheet for Boerke, MI, site	08/16/00
Draft Time Line for Boerke, MI, site	08/16/00
Draft CIP for Sauget Areas 1 and 2, IL, sites	08/25/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" and additional sites as requested by EPA.

5. **Key Personnel Changes**







No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.



Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
August 2000 Reporting Period

<u>Site or Task Description</u>	<u>August LOE</u>	<u>August Cost</u>
		
Sauget Area #1	30.5	1,910.24
Sauget Area #2	32.5	1,769.05
		
	<u>104.0</u>	<u>\$5,694.80</u>

7. Travel

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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There was no travel during the reporting period.

8. Laboratories

<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. Budget

Tetra Tech expended 104 level-of-effort (LOE) hours and \$5,694.80 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,791.50 LOE hours and \$324,362.29. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000. (The approved WA budget is \$752,482; the WA is incrementally funded, however, at \$500,000.)



## **Tetra Tech EM Inc.**

200 E. Randolph Drive, Suite 4700 ♦ Chicago, IL 60601 ♦ (312) 856-8700 ♦ FAX (312) 938-0118

October 18, 2000

Ms. Cheryl Allen  
Community Involvement Coordinator  
Office of Public Affairs  
U.S. Environmental Protection Agency Region 5  
77 West Jackson Boulevard (P-19J)  
Chicago, IL 60604

**Subject: Contract No. 68-W7-003**  
**Work Assignment No. 003-CRCR-05ZZ**

Dear Ms. Allen:

Enclosed is the site-specific monthly report for September 2000 for the following project:

**Multisite Community Involvement Support**

The report includes direct labor hours and costs incurred from August 28 through October 1, 2000.  
Please contact me at (847) 818-7178 with any questions.

Sincerely,

Cheryl Vacarello  
Site Manager

CV/jmk

Enclosure

## TECHNICAL STATUS REPORT

**Work Assignment Number:** 003-CRCR-05ZZ

**Date:** October 18, 2000

**Tetra Tech No.:** 0AA-003

**Reporting Month:** September 2000

**WA Name:** Multisite Community  
Involvement Support

**Tetra Tech WA Manager:** Cheryl Vacarello

**EPA WA Manager:** Cheryl Allen

**Prepared by:** Cheryl Vacarello

**Distribution:** Steve Nathan, Project Officer  
David Alberts, Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Doretha Vaughn, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of August 28 through October 1, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1 through 4, 6, and 7. Past ODC charges appear under Task 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

During this reporting period, Tetra Tech received new work requests for the Industrial Excess Landfill site.

Tetra Tech conducted work on specific sites and tasks as follows:

**Boerke, MI, Site** - During this reporting month, the draft text for the proposed plan was sent to the CIC via email on September 7, 2000; EPA comments were incorporated; and the revised text was forwarded on September 11. A draft layout of the fact sheet was faxed on September 19 and after receiving approval, the fact sheet was reproduced. On September 21, 2000, Tetra Tech submitted approximately 160 copies of the final proposed plan fact sheet to the U.S. EPA mail room for mailing and approximately 50 copies were sent to the CIC for her files and distribution at the open house and public meeting. On September 1, 2000, a draft time line was submitted to U.S. EPA and after receiving comments from the CIC on September 7, Tetra Tech submitted a revised draft on September 11. The CIC then decided not to produce a time line for the open house or public meeting. Tetra Tech also worked on the two poster boards for the open house and public meeting. A draft of the poster boards, each containing five photographs and captions, was submitted to U.S. EPA on September 27, 2000. On September 21 and 27, Tetra Tech placed ads in the local papers announcing the open house and public meeting. On September 22, 2000, Tetra Tech sent an updated Information Repository box to the Oak Creek Public Library and a copy of the updated Table of Contents was sent to the CIC. \$301.00 were expended in graphic charges to have the pictures mounted on posters and the posters laminated. \$322.45 were expended in reproducing the fact sheet. \$112.24 were expended in computer usage charges.

**Industrial Excess Landfill, OH, Site** - Tetra Tech began working with U.S. EPA on the community interviews, which will occur later in October. A \$13.21 credit appears on this invoice as a result of the \$37.85 in computer usage that was erroneously charged last month being reversed and a \$24.64 delivery charge for materials sent to U.S. EPA in July, 2000.

**Sauget Areas 1 and 2, IL, Sites** - On September 5, 2000, Tetra Tech submitted a draft update on the Dead Creek cleanup project. After incorporating comments, Tetra Tech submitted approximately 150 copies of the final update to U.S. EPA for mailing. Tetra Tech also updated the mailing list for the two sites.

**Shelly Ditch, IN, Site** - Tetra Tech began reviewing site files and worked on the draft fact sheet text.

**Shiawassee River Site** - Tetra Tech talked with the CIC and the remedial project manager regarding the draft PowerPoint presentation for the future public meeting. \$87.00 were expended in charges for graphic work done in July for the draft fact sheet. The graphic person worked for a temporary agency at the time.

**Lemon Lane Landfill, IN, Site** - Tetra Tech provided graphics support for a public meeting. An invoice in the amount of \$447.00 for reproduction of a January 2000 fact sheet also appears on this invoice.

Tetra Tech did not conduct work on the following sites; however, costs incurred from previous reporting periods were invoiced during September.

**Bennets Landfill, IN** - Past telephone charges of \$.59 from February 2000 appear on this invoice.

**Butterworth Landfill, MI** - Past telephone charges of \$19.72 from January and February appear on this invoice.

**Cannelton Industries, OH** - Past telephone charges of \$2.72 from June 2000 appear on this invoice.

**City Disposal, WI** - No work was conducted on this site; the charges that appear on this invoice are from ads placed on June 22 in the Madison newspapers announcing the open house (\$651.62) and in three other local newspapers (\$417.05).

**Marina Cliffs, WI** - Past FedEx charges of \$7.41 appear on this invoice.

2. **Problems Encountered and Resolved**

The charges for the graphic person from a temporary agency which was used for Shiawassee appear under Task 2 as lab samples. The placement of those charges there was necessary to apply proper indirect rates, as no line item existed for temporary agencies.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Monthly Progress Report	09/08/00
Draft Text for Proposed Plan Fact Sheet for Boerke, MI, site	09/11/00
Revised Draft Time Line for Boerke, MI, site	09/11/00
Draft Proposed Plan Fact Sheet for Boerke, MI, site	09/19/00
Final Proposed Plan Fact Sheet for Boerke, MI, site	09/21/00
Updated Information Repository for Boerke, MI, site	09/22/00
Public Notice Announcements Placed for Boerke, MI, site	09/21/00
Public Notice Announcements Placed for Boerke, MI, site	09/27/00
Draft Posters for Boerke, MI, site	09/27/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<b><u>Individual</u></b>	<b><u>To/From</u></b>	<b><u>Dates</u></b>	<b><u>Reason</u></b>
Sukackas, Eleanor	Chicago	08/30/00	Attend meeting/deliver Saugat documents to EPA

The travel charges which appear above, plus past April (Eleanor Sukackas) and July (Cheryl Vaccarello) travel charges appear in this invoice.

Work Assignment Number: 003-CRCR-05ZZ

Page 4

8. **Laboratories**





<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 157 level-of-effort (LOE) hours and \$9,906.25 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 4,948.50 LOE hours and \$334,268.54. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000. (The approved WA budget is \$752,482; the WA is incrementally funded, however, at \$500,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
September 2000 Reporting Period

<u>Site or Task Description</u>	<u>September LOE</u>	<u>September Cost</u>
		
Sauget Area #2	12.0	760.75
Sauget Area #1	10.5	701.38
		
	<u>157.0</u>	<u>\$9,906.25</u>



## TECHNICAL STATUS REPORT

**Work Assignment Number:** 003-CRCR-05ZZ

**Date:** January 10, 2001

**Tetra Tech No.:** 0AA-003

**Reporting Month:** December 2000

**WA Name:** Multisite Community  
Involvement Support

**Tetra Tech WA Manager:** Cheryl Vacarello

**EPA WA Manager:** Cheryl Allen

**Prepared by:** Cheryl Vacarello

**Distribution:** Steve Nathan, Project Officer  
David Alberts, Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Doretha Vaughn, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of November 27 through December 31, 2000. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1, 2, 4, and 6 through 8. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work.

During this reporting period, Tetra Tech received a new work request to update the Fultz Landfill site mailing list.

Tetra Tech conducted work on specific sites and tasks as follows:

**American Chemical Services, IN, Site** - On December 29, 2000, Tetra Tech submitted the site mailing list to the CIC.

**Industrial Excess Landfill, OH, Site** - On November 28, 2000, Tetra Tech submitted the draft Community Involvement Plan to EPA. Tetra Tech submitted a public notice announcement on December 12, 2000. \$3.80 were expended in computer charges and \$43.39 were expended in telephone charges from previous months.

**Shelly Ditch, IN, Site** - After receiving final approval, Tetra Tech submitted about 155 folded, sealed, and labeled copies of the final fact sheet to the EPA for mailing. Approximately 25 copies of the fact sheet were delivered to the CIC and 10 copies were delivered to the remedial project manager for their files and distribution. \$3.62 were expended in Federal Express charges for submitting the revised draft fact sheet to the remedial project manager and \$20.32 were expended in computer usage charges.

**Marina Cliffs, WI, Site** - Tetra Tech updated the site mailing list from past returns. On November 28, 2000, Tetra Tech submitted the final letter update to EPA. Approximately 325 letters in sealed and labeled envelopes were sent directly to the EPA for mailing and 5 copies

were sent directly to the CIC. Also on November 28, 2000, Tetra Tech sent an information repository update letter and enclosures to the South Milwaukee Public Library asking the library to update the information repository. \$45.41 were expended in computer usage charges and \$61.20 were expended in internal reproduction charges.

**Torch Lake Superfund, MI, Site** - Tetra Tech continued working on the fact sheet for this site. Tetra Tech worked with the CIC and the Michigan project manager for the site.

Tetra Tech did not conduct any work on the following sites; however costs incurred from previous reporting periods were invoiced during December.

**Sauget Area 1, IL, Site** - \$.33 were expended for postage.

2. **Problems Encountered and Resolved**

The ODC charges of \$20.30 for Lemon Lane and \$.15 for Winston Thomas were incorrectly charged to this project and will be reversed in a later invoice.

3. **Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Final Fact Sheet for Shelly Ditch, IN, site	11/28/00
Final Letter Update for Marina Cliffs, WI, site	11/28/00
Information Repository Update for Marina Cliffs, WI, site	11/28/00
Draft Community Involvement Plan for Industrial Excess Landfill, OH, site	11/28/00
Public Notice Announcement for Industrial Excess Landfill, OH, site	12/12/00
Monthly Progress Report	12/14/00
Updated Mailing List for American Chemical Services, IN, site	12/29/00

4. **Activities Planned Next Reporting Period**

Tetra Tech will continue to provide support for "active" and additional sites as requested by EPA.

5. **Key Personnel Changes**

No key personnel changes were made during this reporting period.

6. **Subcontracting**

No subcontractors were used during this reporting period.

7. **Travel**

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
Hurst, Megan	Chicago	11/14/00	Deliver documents to EPA Region 5

The above travel charges appears in the invoice.

8. **Laboratories**





<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 69.5 level-of-effort (LOE) hours and \$3,287.77 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 5,246 LOE hours and \$349,658.36. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000. (The approved WA budget is \$752,482; the WA is incrementally funded, however, at \$500,000.)

Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
December 2000 Reporting Period

<u>Site or Task Description</u>	<u>December LOE</u>	<u>December Cost</u>
		
Sauget Area 1 	0.0	0.35
	<u>69.5</u>	<u>\$3,287.77</u>

## TECHNICAL STATUS REPORT

**Work Assignment Number:** 003-CRCR-05ZZ

**Date:** March 2, 2001

**Tetra Tech No.:** 0AA-003

**Reporting Month:** February 2001

**WA Name:** Multisite Community  
Involvement Support

**Tetra Tech WA Manager:** Cheryl Vacarello

**EPA WA Manager:** Cheryl Allen

**Prepared by:** Cheryl Vacarello

**Distribution:** Diane M. Spencer, Project Officer  
David Alberts, Contracting Officer  
Nancy Ortowski, OSWER, EPA Headquarters  
Doretha Vaughn, OAM, EPA Headquarters

### 1. Progress Made This Reporting Period

This report covers the period of January 29 through February 25, 2001. During this period, Tetra Tech EM Inc. (Tetra Tech) conducted activities under Tasks 1, 2, 4, 7, 8, and 10. Because this is a multi-site WA, specific activities are reported by site rather than by WA task.

Under project management, Tetra Tech maintained communication with the U.S. Environmental Protection Agency (EPA) work assignment manager (WAM) about the status of ongoing and planned projects. Tetra Tech staff working on site-specific projects also communicated frequently with EPA community involvement coordinators (CIC) about site-specific work. \$158.37 were expended in computer usage charges for project management and project closeout activities. Tetra Tech also completed work assignment close-out activities, including file transfer, and drafting the work assignment close-out report (WACR).

Tetra Tech conducted work on specific sites and tasks as follows:

**Butterworth Landfill, MI, Site** - Tetra Tech continued working on a fact sheet for this site and on February 19, 2001, Tetra Tech submitted a draft fact sheet to EPA. Tetra Tech also updated the mailing list. Because the work assignment is closing out at the end of February, Tetra Tech submitted to EPA on February 23, 2001, an electronic copy of the fact sheet and an electronic copy of the updated mailing list. \$7.00 were expended in travel expenses and \$10.65 were expended in computer usage charges.

**City Disposal Corporation, WI, Site** - Tetra Tech submitted an updated mailing list on February 22, 2001.

**Industrial Excess Landfill, OH, Site** - Tetra Tech received comments from the CIC on the draft Community Involvement Plan (CIP), addressed the comments, and submitted a revised CIP on February 8. Tetra Tech also worked with EPA and a marketing firm to assemble a new mailing list for the site. Tetra Tech sent an electronic file of the current mailing list to EPA on February 22, 2001. \$2.34 were expended in telephone charges; \$44.37 were expended on in-house copying charges of the community involvement plan; \$10.69 were expended in computer usage charges; \$33.60 were expended in delivery charges to deliver information repository

documents to EPA; and \$686.80 were expended in charges for a purchased mailing list as requested by the CIC.

**Metamora Superfund, MI, Site** - Tetra Tech submitted a draft fact sheet on January 31, 2001. After incorporating comments received from the CIC and remedial project manager, Tetra Tech submitted the final fact sheet to EPA on February 6, 2001. Tetra Tech also updated the site mailing list. \$6.94 were expended in computer usage charges.

**Sauget Areas 1 and 2, IL, Sites** - Tetra Tech received comments on the CIP and addressed those comments. Tetra Tech submitted a revised CIP to EPA on February 23, 2001.

**Torch Lake Superfund, MI, Site** - Tetra Tech received revised text and photographs for the Torch Lake fact sheet on February 17, 2001 from EPA. Tetra Tech submitted a draft fact sheet in layout form to EPA on February 21, 2001. Tetra Tech also updated the site mailing list. Because the work assignment is closing out, Tetra Tech was not able to complete the fact sheet and therefore sent an electronic copy of the draft fact sheet and the updated mailing list to the CIC. \$12.88 were expended in computer usage charges.

Tetra Tech did not conduct any work on the following sites; however costs incurred from previous reporting periods were invoiced during February.

**Boerke Site** - \$813.29 were expended for ads placed announcing the open house and proposed plan.

**Shelly Ditch Site** - \$1.58 were expended in telephone charges.

## **2. Problems Encountered and Resolved**

Under Task 3, the charges for Boerke for placement of a public announcement appear in the invoice as lab samples. In Report 3T, the labor hours under Task 10 exceeded the work plan budget. Since work was not being carried over to Tetra Tech through another contracting mechanism, Tetra Tech had considerable file transfer to complete, including providing electronic copies when necessary. This was not originally envisioned when the work plan was completed. The total hours for the WA was within budget.

## **3. Deliverables Submitted**

	<b><u>Date Submitted</u></b>
Draft Fact Sheet for Metamora Landfill	01/31/01
Final Fact Sheet for Metamora Landfill	02/06/01
Monthly Progress Report	02/08/01

	<u>Date Submitted</u>
Revised Community Involvement Plan for Industrial Excess Landfill	02/08/01
Draft Fact Sheet for Butterworth Landfill Site	02/19/01
Draft Fact Sheet for Torch Lake Superfund Site	02/21/01
Updated Mailing List for City Disposal Corporation	02/22/01
Electronic Copy Current Mailing List for Industrial Excess Landfill	02/22/01
Electronic Copy of Draft Fact Sheet and Updated Mailing List for Butterworth Landfill Site	02/23/01
Revised Community Involvement Plan for Sauget Areas 1 and 2	02/23/01
Electronic Copy of Draft Fact Sheet and Updated Mailing List for Torch Lake Superfund Site	02/23/01

4. Activities Planned Next Reporting Period

The WACR will be submitted.

5. Key Personnel Changes

No key personnel changes were made during this reporting period.

6. Subcontracting

No subcontractors were used during this reporting period.

7. Travel

<u>Individual</u>	<u>To/From</u>	<u>Dates</u>	<u>Reason</u>
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January travel charges for Eleanor Sukackas for local travel related to the Butterworth LF site appear in this invoice.

8. **Laboratories**

<u>Laboratory Name</u>	<u>Sample Type</u>	<u>No. of Samples</u>
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No laboratories were used under this work assignment.

9. **Budget**

Tetra Tech expended 142.5 level-of-effort (LOE) hours and \$8,089.58 during the reporting period. A breakdown of the monthly charges by site follows this Technical Status Report. The cumulative expenditure through the reporting period is 5,444.5 LOE hours and \$360,689.32. The approved expenditure limit for the work assignment is 9,673 LOE hours and \$500,000.

Incurred charges which will appear in the March invoice include \$812.62 for travel for Eleanor Sukackas in October 2000, and \$120.35 for reproduction of a February newsletter from Alphagraphics.



Tetra Tech EM Inc.  
RAC-5 Contract No. 68-W7-0003  
Work Assignment 003-CRCR-05ZZ  
Site Characterization Multi-Site Community Involvement  
Level-of-Effort Hours and Cost by Site  
February 2001 Reporting Period

<u>Site or Task Description</u>	<u>February LOE</u>	<u>February Cost</u>
[REDACTED]	[REDACTED]	[REDACTED]
Sauget Area 1	1.5	67.29
Sauget Area 2	1.5	67.29
[REDACTED]	[REDACTED]	[REDACTED]
	<u>142.5</u>	<u>\$8,089.58</u>